



**City of Hermosa Beach**  
1315 Valley Drive, Hermosa Beach, CA 90254  
310.318-0203 - Fax 310.372-6186  
Email: [recordsrequest@hermosabch.org](mailto:recordsrequest@hermosabch.org)



Received By: CC  
Referred To: Finance  
Date Referred: 1-16-18

## Public Records Request

The City of Hermosa Beach encourages public participation in the governing process and provides reasonable accessibility to all public records except those documents which are exempt from disclosure by express provisions of law or considered confidential or privileged under the law. The City is under no obligation to respond to requests which are not focused or specific. The City may withhold documents which are exempt from disclosure under state or federal law, including the attorney-client privilege or any other applicable privilege. The City, in accordance with Government Code Section 6253(b), has ten (10) days to respond to any request for public documents by indicating whether or not the documents exist and will be made available. Actual production of the documents may take somewhat longer depending upon their ease of availability and staff workload. To assist us in providing a timely response to your request, please fill out the form below and indicate the specific record/document you wish to review.

Name (please print):	Lauren Ward	Email:	expertmoneyfinders@gmail.com
Address:		Phone:	757-389-8689 ext 223
City:		Fax:	

**Record or Document Requested:**

To assist the City with your request, please identify each requested record/document separately. Please be as specific as possible. Non specific inquiries may cause responses to be delayed or may prove to be burdensome and therefore the City may not be able to respond. (Additional sheets may be used) **Submit all requests to the City Clerk's Office.**

*See attached*

Photocopies are \$0.20 per page (Mailing fee, if applicable is \$3.00 plus postage). Fees must be paid before records are released.

I agree to pay all applicable fees and charges per the City Council Resolution of Fees for any copies I request of the above mentioned document. Accepted method of payment: Cash or check. Credit card accepted in person only.

Signature

Date

**For Departmental Use Only:**

Action Requested:  
Review Only  
Copies Requested

Action Taken:  
Document Reviewed  
Copies Provided  
Refusal/Reason

By \_\_\_\_\_ Date \_\_\_\_\_  
Non-Existent Document  
Other (Please Explain)

**For City Clerk's Use Only:**

Date Requestor Notified \_\_\_\_\_ Notified By: \_\_\_\_\_ Date Picked Up or Mailed \_\_\_\_\_

## Lizanne Castillo

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**From:** Elaine Doerfling  
**Sent:** Tuesday, January 16, 2018 2:56 PM  
**To:** Lizanne Castillo  
**Subject:** Fwd: Public Records Request for uncashed check records (Our File )

Sent from my iPad

Begin forwarded message:

**From:** G Harold Christian <[expertmoneyfinders@gmail.com](mailto:expertmoneyfinders@gmail.com)>  
**Date:** January 15, 2018 at 12:03:04 PM PST  
**To:** [edoerfling@hermosabch.org](mailto:edoerfling@hermosabch.org)  
**Subject: Public Records Request for uncashed check records (Our File )**

**Via Email:**

Elaine Doerfling, City Clerk  
Hermosa Beach City Clerk's Office  
1315 Valley Drive  
Hermosa Beach, CA 90254

Dear Ms. Doerfling and Official Records Custodian:

Pursuant to your state public records act, I respectfully request you produce copies of public records in an electronic format (.xls or .cvs if possible) to [expertmoneyfinders@gmail.com](mailto:expertmoneyfinders@gmail.com).

For all bank accounts maintained by your city/county, please provide a copy of the most recent listing(s) of all unpaid/outstanding/not negotiated checks/warrants in all amounts equal to or greater than \$1,000.00, excluding those that are not eligible to be reissued and/or have already been reissued.

Please note: I am requesting records of all unpaid/outstanding/not negotiated checks/warrants of all agencies/departments/divisions, etc., including, but not limited to, Auditor, Building and Safety, City/County Attorney's Office, Clerk's Office, Controller, Coroner, Mayor, Police Department, Public Works, Planning, Sheriff, Transportation, Treasurer, Water and Power, etc.

Please provide all available fields, including but not limited to: (i) payee/vendor name, (ii) payee/vendor address, (iii) amount, (iv) date of item, (v) check number, (vi) status, and (vii) issuing department/agency, etc.

In the event I have reached the incorrect department for this request, I ask that you please provide me with the name and contact information of the correct contact person and forward this request to them.

Thank you for your assistance in fulfilling this request.

Sincerely,

Lauren Ward | Public Records Coordinator

Payment Processing Services, LLC | 237 Hanbury Road E, Ste 17-357 | Chesapeake, VA 23322

[expertmoneyfinders@gmail.com](mailto:expertmoneyfinders@gmail.com) | 757.389.8689 Ext 223 | [www.expertmoneyfinders.com](http://www.expertmoneyfinders.com)

*"The Lord is near. Do not be worried about anything." Phil 4:5-6*